

Information for Families of Deceased Employees



To assist families through the complexities of obtaining pay and benefits due, this resource has been created with individual contacts, general information and a brief outline of what can be expected.

PAYROLL

VTHR Operations, 120 State Street, 4th Floor, Montpelier, Vermont 05620-2504

What Payroll will need in order to process final payment of wages and leave balances (if any) to estate:

- Estate ID Number (EIN)
- Completed, signed W-9 Form
- Certificate of Appointment from Probate Court
- Copy of Death Certificate

What the Family can expect:

- Once all documentation is received, Payroll will process payment within 10 business days
- Check and earnings statement are mailed to the address provided on the W-9 form

Who should I contact?

- Penny Walker, Payroll Specialist (802) 828-6713 **OR** Joanne Cyr, Payroll Specialist (802) 828-6714

Payroll URL: [HTTP://HUMANRESOURCES.VERMONT.GOV/PAYROLL/PAYROLL](http://humanresources.vermont.gov/payroll/payroll)

BENEFITS

Department of Human Resources, 120 State Street, 5th Floor, Montpelier, VT 05620-2505

What Benefits will need in order to process claim for Life Insurance Benefits to estate, if applicable:

- Original Death Certificate

What the Family can expect:

- Claim is filed with Minnesota Life upon receipt of Original Death Certificate
- Minnesota Life will send informational packet and forms to Beneficiary within 2 days of receiving claim
- Forms will need to be completed and returned to Minnesota Life
- Provided everything is in order, claim is normally processed within 10 business days

Who Should I contact?

- Anne Carver, Benefits Administrator (802) 828-6723 **OR** Jerry Fry, Benefits Supervisor (802) 828-6726

Benefits URL: [HTTP://HUMANRESOURCES.VERMONT.GOV/BENEFITS-WELLNESS](http://humanresources.vermont.gov/benefits-wellness)

RETIREMENT

Office of State Treasurer, Pavilion Office Building, 109 State Street, 4th Floor, Montpelier, VT 05609-6901

What Retirement will need in order to process claim for Retirement Benefits or Return of Contributions plus Interest:

- Copy of Death Certificate
- Claim and Proof of Death form
- Certificate of Appointment from Probate Court, if applicable

What the Family can expect:

- Eligibility of benefits is determined upon receipt of death notice
- Once Payroll has processed final pay, an informational packet and form(s) are sent to eligible beneficiary(ies)/dependents

Who Should I contact?

- Nancy Dimick, Retirement Specialist (802) 828-2303 **OR** Laurie Lanphear, Director Retirement (802) 828-5897

Retirement URL: [HTTP://WWW.VERMONTTREASURER.GOV/RETIREMENT](http://www.vermonttreasurer.gov/retirement)

OTHER BENEFITS

- **Employee Assistance Plan (EAP)** – Benefits for families up to 3 months
<http://humanresources.vermont.gov/benefits-wellness/employee-support/employee-assistance-program>
- **VT State Employees Assoc. (VSEA)** – Optional Benefits, if elected. **Phone** (802) 223-5247
- **Empower** – 457 Plan Contributions. **Phone** (802) 229-2391